



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32509-5000

NETPMSAINST 12335.2
OOB3

02 MAR 1992

NETPMSA INSTRUCTION 12335.2

Subj: PERSONNEL RECRUITMENT ACTIONS AND SELECTION PROCEDURES

Ref: (a) FPM/CPI 335
(b) NETPMSAINST 12340.1

Encl: (1) Rating/Selection Board Members Statement

1. Purpose. To establish procedures for recruitment actions and selection procedures to fill vacancies.
2. Cancellation. NETPMSAINST 12335.1A
3. Background. References (a) and (b) require selections be made on the basis of merit and employees be provided equal opportunity in the promotion program. It further requires promotions be made without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership in an employee organization.

4. Policies

a. All personnel actions will be fully documented. All selections will be supported by job related selection criteria, Federal Equal Opportunity Recruiting Procedures (FEORP) worksheet (NETPMSA NOTICE 12713) and Selection Board Member/Official statement (NETPMSA 12300/4). Any question or uncertainties should be directed to the Staffing Office of the Human Resources Office (formally CCPO) or OOB32 prior to the selection.

b. If the Management Identification Program is used as a recruitment method, the department head will issue a memorandum which notifies the employees of the vacancy. The employees will be required to submit merit promotion applications to be considered.

c. To avoid the perception of nepotism or favoritism, any member of the rating panel/selection board or a selecting official must excuse themselves from the process if a relative is among the candidates being considered. If a relative of any public official (generally all supervisors and management officials) is identified as being a candidate under consideration, the Executive Officer will be notified (via the chain-of-command) and will be the approving authority for the selection. For purposes of this instruction a relative is defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

d. A Selection Advisory Board will be used to identify and recommend selections for all vacancies filled by competitive action. For vacancies up to and including GS-12 the department head will appoint the board members. For grades 13 through 15 and Upward Mobility candidates the Selection Board will be comprised of members appointed by the Executive Officer. Use of Selection Advisory Boards will not change the inherent responsibility of the selecting official regarding the merit promotion system or executing equal employment opportunity policies.

5. Responsibilities

a. Recruitment Actions

(1) Department Heads/Special Assistants. Departments are responsible for typing the Request for Personnel Action (SF-52), assigning a tracking number, and cost center/distribution code (block 43) to the SF-52. A FEORP worksheet (NETPMSA NOTICE 12713) will be completed and attached to the SF-52. Departments should contact the DEEO, extension 452-1553, if they have any questions concerning the FEORP worksheet. The recruitment action should then be forwarded to OOB32 for processing. Department Heads will designate in writing three persons who will be authorized to sign a receipt for the selection certificate. Upon receipt of the certificate from OOB32, the departments will complete the selection process, notify the selectee, type and distribute the letters of nonselection and forward the certificate, selection board/official statement, job related selection criteria and the FEORP worksheet to OOB32. Departments will safeguard the confidentiality of this material.

(2) Resource Management Office. The Resource Management Office will act as the central point of control for all personnel actions. When a Request for Personnel Action is received from the departments/special assistants, OOB32 will record and enter the action into the personnel tracking system. After position management review/approval, if applicable, the recruitment package will be forwarded to Human Resources Office (Code 09) for action. Upon receipt of the selection certificate from Code 09, OOB32 will notify the cognizant department and release the certificate to the person authorized to receive this material. For certificates relating to any departments/special assistants located at NAS Pensacola, the NETPMSA messenger will hand carry to the designated persons authorized to receive this material and return the signed receipt to OOB32. The department will forward the completed selection package to OOB32 for review, logging, and processing the attendant paperwork. OOB32 will send the completed personnel action by messenger to the Human Resources Office for processing.

(3) Human Resources Office. After receipt of Request for Personnel Action (SF-52 recruitments), Code 09 will advertise the vacancy (if applicable), collect applications and rate and rank eligible candidates. A rating panel or a subject matter expert may be appointed by the department head to assist the Staffing Specialist if, in the opinion of the specialist, the position is of such complexity or grade level to warrant this action. A rating panel member or subject matter expert assisting in the rating may not participate on a selection board for the same recruitment action. The Human Resources Office will notify 00B32 for messenger pickup when certificate of eligibles is finalized. After the selection process has been accomplished by the department and 00B32, the Human Resources Office will process the personnel action. The Human Resources Office will provide technical advice to managers and supervisors upon request on any matter pertaining to staffing and recruitment actions.

b. Selection Board Composition and Duties. Each Selection Advisory Board will normally be comprised of at least three voting members, i.e., the Chairperson and two members. Voting members may be either civilian employees or military personnel, as appropriate, of a grade level equal to or above that of the position being filled. At least one member will be from outside the department containing the vacancy.

(1) As soon as an employee receives notification of appointment as a Selection Advisory Board member, he/she will contact the Board Chairperson to review the applications accompanying the Certificate of Eligibility, the merit promotion announcement, and a copy of the position description.

(2) After paragraph (1) above has been complied with, the board will convene at the earliest practical date upon call by the Chairperson.

(3) The Chairperson will usually be from the same department as the vacancy, but this is not required.

(4) If the Selecting Official is a member of the Selection Board, the Selecting Official will be the Board Chairperson.

(5) One voting member will be from the same department as the vacancy.

(6) One voting member will be selected from a different department. This Board member should have a general knowledge of the work performed in the position being filled.

(7) The Board membership should reflect the race and gender of the applicants to the extent practical.

(8) A staff member of the Human Resources Office will serve as a nonvoting member to ensure procedures for selection are in accordance with Federal Civilian Personnel Equal Employment Opportunity and Merit Promotion regulations.

(9) During the selection of Upward Mobility candidates, a scoring matrix will be used based on job related criteria generated by the hiring department and approved by the DEEO.

(10) Any member of the board (voting or nonvoting) will promptly report any discriminatory procedures observed to the DEEO who will refer them immediately to the DEEO for further actions.

c. Selection Board Operation

(1) Each board will consider job related factors in determining which candidate(s) it considers to be the "best qualified."

(2) Examples of Job Related factors/criteria:

(a) Pertinent experience

(b) Education

(c) Training

(d) Supervisory Appraisals

(e) Awards

(f) Oral interviews that are job related (if one is conducted)

(3) Job related criteria will be developed to properly evaluate the candidates. The job related grading matrix will be fairly and impartially applied to all candidates for the vacant position.

(4) It is the responsibility of the Board Chairperson to determine if interviews would be practical and desirable with respect to time spent and information gained. If interviews are conducted, an informal questionnaire will be used which clearly is based on position requirements. This process must be documented by the Board Chairperson.

(5) After all available pertinent information has been considered, the board will determine, by majority vote, the candidate recommended to fill the position. Tie breaking is left to the discretion of the Chairperson of the Selection Advisory Board. He/She may try to break ties by taking another vote or it may be submitted to the Selection Authority as a tie.

(6) The deliberation of the board will be treated as privileged information and will remain confidential. The selecting official and Selection Advisory Board members are not required to justify their selection decisions/recommendations to unsuccessful candidates. The act of selection is a management right involving the exercise of informed judgment, coupled with responsibility for the consequences. All board members and selecting officials are required to read and sign a Rating/Selection Board member statement as shown in enclosure (1).

(7) All Board recommendations will be submitted to the Selection Authority. The Selection Authority is the Department Head/Special Assistant or Detachment Director(s) for all subordinate positions. However, all selections at the GS/GM-13 and above level must be approved by the Executive Officer and Technical Director. The Selection Authority for Department Head/Special Assistant positions will be the Executive Officer.

6. Action. All managers, supervisors and selection board members will ensure compliance with the policies and responsibilities described in this instruction.



P. A. LEE

Distribution: (NETPMSAINST 5216.1A)
List I & II

CPE NUMBER: _____

OPEN: _____

CLOSE: _____

USE RESTRICTED TO CIVILIAN PERSONNEL OFFICES AND PERSONS ENGAGED IN
DEVELOPING CREDIT PLANS AND/OR EVALUATING CANDIDATES FOR THIS POSITION.

I certify that I have read and understand the merit promotion guidelines, pertinent instructions, and have received training that relates to the merit promotion process. I understand that I represent the command in upholding the merit promotion and EEO principles and will endeavor to select the best qualified candidate for this position. I acknowledge that information contained in the selection file is subject to review by third parties and that I may be subject to disciplinary action for violation of the prohibited disclosures or circumvention of regulations relating to EEO or merit promotion.

SELECTING OFFICIAL

NAME	TITLE	GRADE
Mr. J. H. Smith	Principal	10
Mr. W. L. Jones	Teacher	9
Mr. R. M. Brown	Teacher	8
Mr. T. A. White	Teacher	7
Mr. S. K. Green	Teacher	6
Mr. P. D. Black	Teacher	5
Mr. Q. E. Gray	Teacher	4
Mr. U. I. Blue	Teacher	3
Mr. O. P. Yellow	Teacher	2
Mr. A. S. Purple	Teacher	1

EEO REPRESENTATIVE

CCPO REPRESENTATIVE